



Job Opportunity

State Controller's Office

Position: Senior Accounting Officer (Specialist)

Statewide

Location: Division of Collections
3301 C Street, Suite 712, Sacramento, CA 95816

Issue Date: June 29, 2006

Final Filing Date: Until Filled

Contact/Telephone:

Susan Lash, (916) 322-1812

Who May Apply: Individuals who are currently in this classification, eligible for lateral transfer or promotion, or reachable on a certification list. SROA/Surplus candidates are encouraged to apply.

* Free Parking Provided

California Relay Service: 1-800-735-2929

Position Number(s): 051-550-4567-960
Ref 0629.ACT3

Please call (916)323-3055 to request reasonable accommodations

Scope of the Position:

With general direction provided by the Accounting Administrator I (Supervisor), the Senior Accounting Officer (Specialist) is independently responsible for the more difficult accounting duties related to the processing of stock claim payments submitted to the State Controller's Office, Bureau of Unclaimed Property. The incumbent must perform as a resource person for the various units within Unclaimed Property. The incumbent is responsible for coordinating implementation of accounting for new programs/functions and/or review proposals to change accounting procedures for the Bureau of Unclaimed Property in the Payment of Securities Accountability Program. Specific duties include, but are not limited to the following:

Duties and Responsibilities:

Candidates must perform the following essential functions with or without reasonable accommodations

- Independently review and analyze each security fiscal transaction on the Unclaimed Property System (UPS) to assure that all securities accounts have been approved for payment;
- Verify the number of securities received and the number of shares applicable to the individual claim for payment;
- Identify errors and obtain data for corrections and provide direction to complete the adjustment;
- Research the Internet to determine the past activities and current status of each security posted to the securities account on the UPS and the Securities Asset Accounting System (STKS);
- Analyze and reconcile the most difficult securities posted in the subsidiary ledgers from the STKS, to determine the financial status of securities received in the Bureau of Unclaimed Property (UCP);
- Ensure securities are accurately posted in each subsidiary ledger within the (STKS);
- Review and analyze fiscal transactions in the Securities Accountability Ledgers;
- Provide direction to resolve problems received from claimants;



The State Controller's Office is committed to providing equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, gender, disability, religious or political affiliation, age, or sexual orientation.



- Communicate with claimants, holders, transfer agents, and security brokers regarding status of stock escheated to SCO or method of payments of securities accounts;
- Identify, resolve issues and problems that may adversely impact the encumbrance/sale of certificates for payment of stock accounts, and consult with the Accounting Administrator I to determine the appropriate accounting procedures to be used to resolve the problems;
- Develop accounting procedures appropriate to, and specifically for the Securities Accountability Program;
- Develop subsidiary accounting applications for subsidiary ledgers and other worksheets necessary for stock securities claims payments;
- Interpret and disseminate information regarding the Unclaimed Property Law, Administrative Code Regulations and Bureau Policy to holders of unclaimed property;
- Advise Bureau management regarding securities financial market trends and interpret accounting data to identify program problem areas so that corrective measures may be implemented;
- Draft applicable correspondence, provide accounting information and reports for management;
- Serve as a lead and train staff in the Claims Payment Unit;
- Work with other units with research and resolution of complex claims and securities.

Desireable Qualifications:

- Strong communication skills
- Strong leadership role
- Motivator
- Training experience

Applications will be screened and only the most qualified will be interviewed

How to Apply:

All hires will be subject to a background check.

For permanent positions, SROA and Surplus candidates should attach "surplus letters" to their application. Failure to do so may result in your application not being considered.

Please submit a STD. 678 State Application and Résumé to:

State Controller's Office

Division of Collections
3301 C Street, Suite 712
Sacramento, CA 95816

Attn: Susan Lash

Reference Number 0629.ACT3, 051-550-4567-960. (Candidate must indicate this Reference Number on resume and in the box marked "Examination or Job Title for which you are applying" on the front page of the Employment Application STD 678).